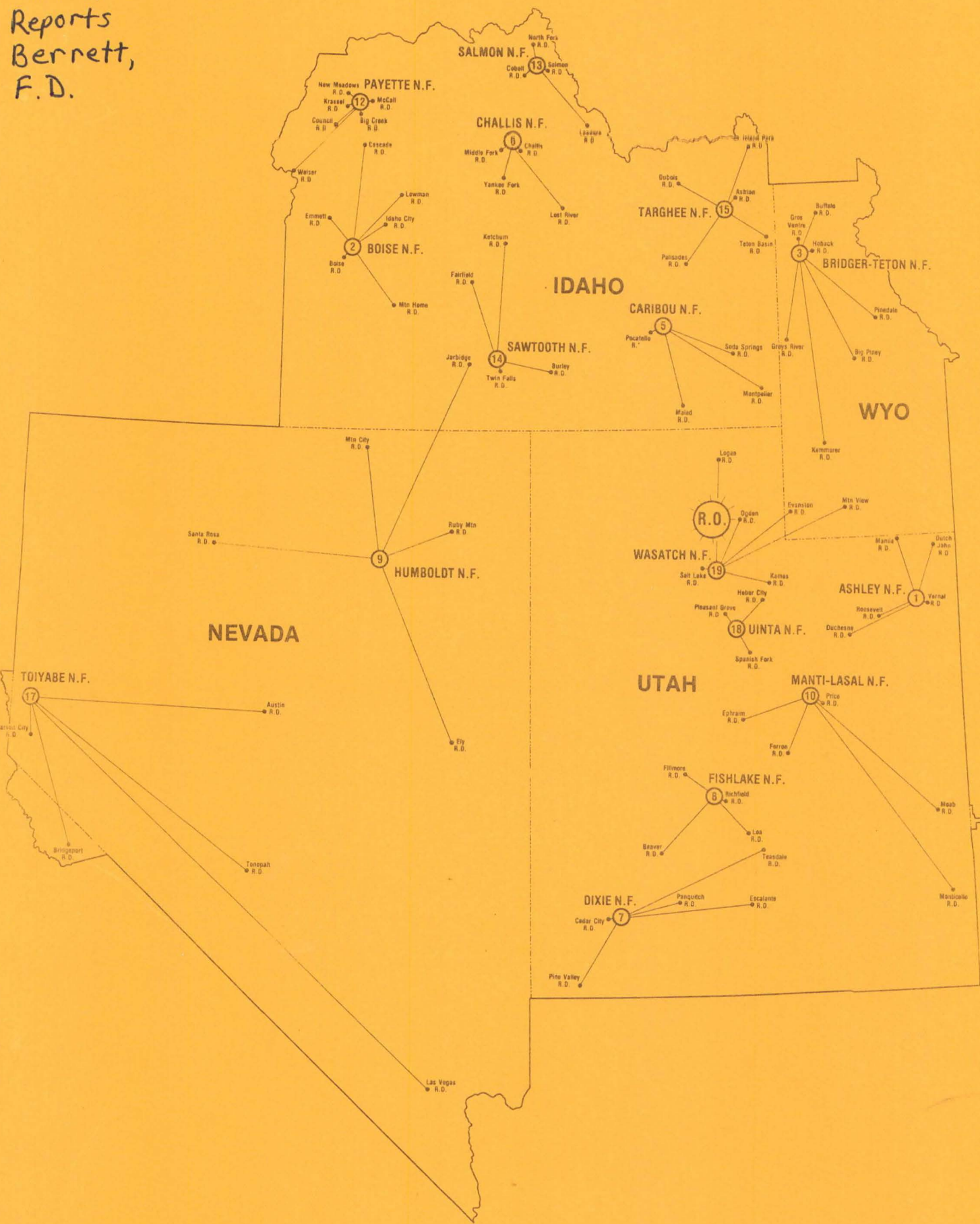


# REGION 4 FLIPS IMPLEMENTATION PLAN

Thesis/  
Reports  
Bennett,  
F.D.



IMPLEMENTATION PLAN  
for  
INSTALLATION of  
THE FOREST LEVEL INFORMATION PROCESSING SYSTEM (FLIPS)  
in REGION 4

USDA FOREST SERVICE REGION 4

Information Systems Staff  
324 25th Street  
Ogden, Utah 84401

June 1983

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IMPLEMENTATION PLAN  
FOR THE INTERMOUNTAIN REGION

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## BACKGROUND

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The National Facilities Needs Analysis (NFNA) described the information processing requirements for the National Forest System for the period 1982-85. It also identified alternatives to satisfy these requirements. In May 1980, the Chief approved the recommendation of acquiring the information processing systems needed to implement distributed data processing throughout the National Forest System.

A request for proposal (RFP) was let in March 1982 for a Forest Level Information Processing System (FLIPS). The contract for this system should be awarded in July of 1983, and system deliveries should begin in September 1983.

In Region 4, FLIPS equipment will be installed in the Regional Office, all Forest Supervisors' Offices, and most Districts.

Implementation of FLIPS in Region 4 will involve placing powerful state-of-the-art minicomputer equipment at the Regional Office, each Forest Supervisor's Office and Districts within the Region, and connecting this equipment with a communications network. This will provide distributed information processing capability throughout the Region.

Existing computer equipment in the Region ranges from none at some Districts to a minicomputer at the Regional Office. The Regional Office and each Forest Supervisor's Office have TI-990 Intelligent Terminals. Microprocessors, word processors, and dumb terminals are scattered throughout the Region.

A general Forest Service-wide Implementation Plan for Distributed Processing has been prepared by the Washington Office. Some implementation planning has been accomplished by the Regional Office Information Systems Staff and Forest Supervisor's Office personnel.

Site preparation for FLIPS Type A equipment is well underway at each installation point scheduled for FY 1983 and some FY 1984 sites.

## PURPOSE OF PLAN

---

This plan will provide management with an outline for planning the transition from existing Regional information processing capability and preparation for FLIPS to full operation in a FLIPS distributed processing environment. Unit (Regional Office and Forest Supervisors' Offices) plan development will make it possible to:

1. Proceed smoothly from existing processing capability to the new FLIPS environment.
2. Accomplish the transition with a minimum duplication of effort at the lowest feasible cost.
3. Monitor transition progress closely so that available resources can be effectively used to meet installation readiness time frames.
4. Manage the transition so that Regional functional operations do not drop below an acceptable level.

## SCOPE OF PLAN

---

This plan provides an outline implementation process for the transition of units from their existing information processing capability to a fully operational status in the FLIPS distributed processing environment. It is intended that each unit develop their FLIPS implementation plan using this outline as a guide. Subtasks should be added as necessary to accomplish prescribed tasks.

To be of value, this plan must be a dynamic working document. It must be updated periodically to keep pace with the changing environment.

## IMPLEMENTATION TASKS

---

The following implementation tasks are required:

- A. Brief Management and Users
- B. Policy and Guidelines
- C. Site Planning
- D. Standards, Priorities, and Conversions
- E. Training
- F. Develop Operating Guidelines
- G. Site Installation
- H. Operation
- I. Systems Planning

## ROLES AND RESPONSIBILITIES

Forest Level Information Processing Systems (FLIPS) roles and responsibilities must be clearly established to meet the need for more intensive FLIPS management.

It is proposed that Forest Supervisors establish the full range of FLIPS management responsibility under the Administrative Officer position. The Administrative Officer should assign a system manager who has overall management responsibilities for FLIPS installation and operation. These responsibilities include the areas of administration, security, operations, and systems resource management. Specific responsibilities for the system manager are outlined in Attachment 16.

Regional Office and Forest roles and responsibilities are outlined in Attachment 17.

## UNIT PLAN DEVELOPMENT

Units developing their FLIPS implementation plans will use this outline as a guide. Units will add subtasks as necessary to satisfy their specific needs in accomplishing the prescribed tasks. Attachment 1 may be used to monitor subtasks. Attachment 2 may be used to schedule and monitor task completion.

The Washington Office and Regional Office will review purchase orders and required review and approval items (Attachment 3) prior to processing orders for FLIPS equipment.

A system of "rounds" was developed (Attachment 6) to determine the order of equipment procurement. The first round will commence 90 days after the contract is awarded and consist of the Type A and Type B systems for each RO, the NE and SE Stations, the WO, and FCCC. Subsequent rounds will follow at 2-week intervals. The Region must submit all of the mandatory documentation for each site (Attachment 3) to the WO for review. If a unit is deficient in any of the required items, its place in the ordering process (Attachment 6) will be dropped from that round. It will then be the unit's responsibility to correct the deficiency. If deficiencies are corrected before the next round, the Region's place will be at the top of that round. This cycling will continue until all deficiencies are corrected.

Documentation due dates for required items, those indicated in Attachment 3, are shown in Attachment 8. These dates are based on 2-week intervals from a July 1, 1983, estimated FLIPS award date.



TASK NAME: Brief Management and Users

Task #A

DESCRIPTION:

Unit managers and staff require an orientation to acquire basic level understanding of what distributed processing is so they can become involved as implementation progresses. Orientation of line managers needs to focus on their new roles, including identification of unit information requirements and establishment of operational priorities. Staff/user orientation needs to focus on functional responsibilities, software applications, expected changes in the office environment and the need for information sharing and interdisciplinary activities in a distributed environment. New management roles will be necessary for both line and staff personnel. Unit managers will be required to brief the rest of the unit's personnel.

SUBTASKS:

		<u>WHEN</u>	<u>WHO</u>
A-1	Brief Unit Management:	Cont.	IS
	Unit managers need to be informed early in the implementation process about their role to insure early involvement in establishing priorities. They also have a key responsibility in transmitting information about distributed processing to the rest of their organization.		
A-2	Coordinate With Other Staffs:	Cont.	IS
	Other staffs may be affected when a unit begins to implement distributed processing. If there is a sharing of information with other units, cooperators, etc., they need to be aware that implementation is occurring and how it will affect their relationship.		

A-3	Brief Key Affected Unit Users/ Personnel:	Cont.	IS/Units
	<p>Key people will be designated as implementation team members, system managers, contracting officer's representatives, District and/or Forest liaisons, etc. They need more indepth briefing on operational specifics than the management group and the rest of the organizational unit.</p>		
A-4	Brief Entire Organizational Unit:	Cont.	IS/Units
	<p>The entire organizational unit requires an overview of distributed processing, what it is, and why it is being implemented by the Forest Service.</p>		
A-5	Followup and Feedback	Cont.	IS/Units

NOTES:

-----

(A-1, A-2, A-4) A national inform and involve plan has been completed outlining the awareness activities which will occur at the national level. An audio visual presentation will be disseminated to Regions for unit awareness training by 3/20/83.

(A-3) Specific operational training will be developed after contract award and prior to Regional installations.

TASK NAME: Policy and Guidelines

TASK #B

DESCRIPTION:

National direction and policy will be established for various organizational responsibilities in a distributed environment. A similar process needs to occur at the local level as well that specifies the local policy and customizes the national and/or Regional direction to local situations. Local priorities and policy, as well as standards for systems management and operation, need to be established. New roles will be required of line officers for managing distributed processing. How information is collected, used, and stored needs to be examined by each implementing unit. System manager responsibilities need to be identified. Consideration needs to include the unit's relationship with other organizational entities above, below, and adjacent to itself.

SUBTASKS:

		WHEN	WHO
		-----	-----
B-1	Define and Establish Roles and Responsibilities of Line and Staff:	6/15/83	IS/Units
	New roles will evolve for line officers and staff to manage distributed processing systems. These new roles need to be clarified and formally established locally.		
B-2	Establish Implementation Planning Responsibilities:	6/15/83	IS/Units
	Implementation planning is a complex task that affects a range of entities within the organization. Various tasks need to be identified and assigned for completion.		
B-3	Assign System Manager:	6/15/83	IS/Units
	The responsibility of system manager needs to be assigned to one individual for each Type A installation.		

B-4	Assign Contract Administration Responsibilities:	Attachment 8	IS/AS/Units
	The relationship between contracting officer responsibility and system manager needs to be clarified.		
B-5	Assign Security Officer:	Attachment 8	IS/AS/Units
	Security responsibilities shall be assigned to the system manager.		
B-6	Size and Configure System:	Attachment 8	IS/AS/Units
	An analysis process is required by every unit to decide the size and configuration of equipment necessary at the local level.		
B-7	Conduct Organizational Assessment:	Attachment 8	IS/Units
	Once sizing and configuration is completed, the unit needs to evaluate what impacts the newly implemented technology will have on the organization.		

NOTES:

(B-1) National responsibilities will be established through FSM direction for the various organizational levels. Roles in implementation, as well as for operation, will be discussed.

(B-3, B-4, B-5) System manager, security, and contract responsibilities will have minimum national standards developed.

(B-6, B-7) A recommended analysis process will be disseminated from the national level for information processing requirements, sizing a system, and conducting an organizational assessment.

TASK NAME: Site Planning

TASK #C

DESCRIPTION:

Planning for installation of hardware must begin prior to the acquisition of equipment; therefore, it must rely on estimates and averages. It also requires linkage with other systems such as Regional and national telecommunication networks that are on different development time schedules. Site preparation guidelines will be revised continually as more information and actual experience become available.

SUBTASKS:

		WHEN	WHO
-----		-----	-----
C-1	Develop Unit Telecommunications Plan and Draft Implementation Strategy:	Attachment 8	IS/Units
	National and Regional telecommunication networks must be accessible by implementing units. Local planning must consider the national plan and how it affects local operations.		
C-2	Identify System Location/Terminal Placement:	Attachment 8	IS/Units
	The system location must take into consideration such things as user locations, types of applications, facilities, site preparation alterations, and existing hardware. It should highlight a concern for human requirements such as lighting, space, and adjustable work stations.		
C-3	Finalize Overall Site Implementation Plan:	Attachment 8	IS/Units
	Once all necessary site planning tasks have been identified and appropriate approvals received, such as building owner clearances, a master site implementation plan can be reviewed, finalized, and approved.		



NOTES:

-----  
(C-1) WO has developed a Telecommunication Plan.

Region 4 Telecommunications Group is planning the Local Area Network.

(C-3) National site preparation guidelines are prepared and will be stored on file at FCCC for access and continual updates.

## TASK: Standards, Priorities, and Conversion

TASK #D

## DESCRIPTION:

Conversion to a distributed processing environment requires a new look at how information is collected, stored, and used. Existing information sources and system support processes need to be inventoried and prioritized to determine the sequence of the conversion to the new system. Some systems may convert directly, some may be materially revised and others may no longer be appropriate.

## SUBTASKS:

-----		WHEN -----	WHO -----
D-1	Identify Management Information Requirements and Priorities:  Each unit needs to inventory its information requirements and identify priorities for conversion and use.	Attachment 8	IS/Units
D-2	Develop Unit Plan for Text/Data/Software Conversion:  To provide for a complete and orderly conversion of information processing activities, conversion must proceed in an orderly, planned fashion.	Attachment 8	IS/Units
D-3	Inventory Current Systems, Software, and Data Bases:  Information is required about what software and data bases are currently used by the implementing unit.	Attachment 8	IS/Units
D-4	Establish Unit Priorities for Conversions:  Staffing and resources are not plentiful enough for all conversion to occur at once. In addition, it must proceed in concert with Regional and national conversions. Coordinate with subtask (B-6).	Attachment 8	IS/Units

## NOTE:

(D-1, D-2) Application software/standards will be established nationally.

TASK NAME: Training

TASK #E

DESCRIPTION:

Training needs to be provided at three levels: (1) applications and operations, (2) information resources, and (3) management. A basic level of understanding needs to be presented early in the process with specifics developed later on to supplement the vendor training which begins after contract award.

SUBTASKS:

		WHEN	WHO
		-----	-----
E-1	Identify Unit Training Requirements:  Each unit will have specific training requirements depending upon the level of local expertise. A training plan should be prepared that identifies the implementing unit's total training requirement.	Refer to B-7	IS/PM/ Units
E-2	Preinstallation Training:  Awareness training and briefings will occur prior to hardware installation. These will alert the organization to what is occurring and begin personnel in thinking about implementation strategies.	Pre- installation	Vendor/ IS
E-3	User and Operator Training:  Some user training will be vendor supplied. Other training, such as applications and changes to Forest Service information systems, will be done by the Forest Service.	After Delivery	Vendor/ IS
E-4	Line Management Training:  The acquisition and implementation of distributed processing systems requires new management responsibilities at all levels of the organization.	Cont.	IS

NOTES:

-----  
Application and information resource concepts training will be accomplished by the WO.

(E-3) A major share of user/operator training will be presented by the vendor and occur after contract award.

(E-4) Refer to A-4.

TASK NAME: Develop Operating Guidelines

TASK #F

DESCRIPTION:

Operational requirements need to be established, not only for local operations, but also to insure that the distributed system that links all Forest offices operates smoothly. Linkages need to be made with FCCC and other computer centers, where appropriate, and to Regional and national systems. Reutilization plans need to be developed, as well as strategies for running old and new systems in parallel as conversion occurs.

SUBTASKS:

		WHEN	WHO
		-----	-----
F-1	Develop Security Plan:  A local security plan needs to be developed that defines not only site and equipment security, but data/information security, backup, etc.	Before Rounds	IS/Units
F-2	Initiate Security Clearance Process:  The security clearance process, if required, is time consuming. Clearance processes should be initiated as soon as possible.	As Needed  New WO Interim Directive	IS/Units
F-3	Coordinate Operation Requirements:  Operation requirements need to be commensurate with or an extension of national and Regional operation requirements. They need to specify items such as startup and daily closedown and console operation.	Cont.	IS/Units
F-4	Plan Equipment Reutilization:  Equipment reutilization needs to be determined by local and Regional priorities in light of other implementing units and the timing of their installations.	As Required Using Prop- erty List & WO Standards	IS/AS/ Units



F-5	Determine Maintenance Strategy:  Maintenance will be dependent upon contract award and applicable maintenance provisions.	After Award With Subsequent Evaluation	IS/Units
F-6	Develop Technical Support Plan  Technical support provided by the vendor will have to be supplemented by each unit in order to minimize system down time and make the best use of the system when minor problems occur.	Cont.	IS/Units
F-7	Finalize Operation Plan:  Once all necessary operational tasks have been identified, a distributed processing operations plan can be finalized and approved by the unit's line officer.	After Award	IS/Units

NOTES:

-----

(F-3, F-7) National operational requirements will be established after contract award.

(F-4) Per national standards.

(F-5) Maintenance will be determined by contract award and maintenance provisions.

(F-1) See C-4.

TASK NAME: Site Installation

TASK #G

DESCRIPTION:

Site preparation for installation should be guided by an overall planning strategy identified previously as Subtask C-3. It should identify such items as telecommunications, supplies, furniture, cabling requirements, heating, cooling, electrical, etc. Key milestones need to be established for control purposes during the installation/preparation phases to insure completion prior to hardware arrival. This task ends with the delivery and installation of the equipment.

SUBTASKS:		WHEN	WHO
-----		-----	-----
G-1	Implement Communications Plan:  Obtain necessary authorizations and procure, test, and accept facilities.	After Award	IS/Units
G-2	Order Supplies:  Supplies such as paper, tape, and ribbons should be onhand when the system is delivered.	After Award	IS/AS/ Units
G-3	Prepare Site:  This is the execution of the site implementation plan, Subtask C-3.	As Required to Meet Delivery for Local Conditions	IS/AS/ Site Preparation Implementation Team
G-4	Regional Office Site Inspection:  Regional Office will inspect each site prior to vendor inspection.	Before Vendor	IS
G-5	Vendor Inspection:  The RFP allows the vendor to inspect each site prior to system delivery.	Before Delivery	Vendor

G-6

Hardware Delivered and Installed:

Site Preparation Plan

Vendor

Equipment components are delivered to the site, placed in position, and connected to power; software is installed; and system manager is given a review of system capabilities. At the completion of these tasks, the system is ready to begin acceptance testing and operational use.

NOTES:

-----

(G-1) Telecommunications standards will be established nationally.

(G-2) Supplies will be included in the national operating guidelines. Site preparation guidelines will be established nationally.

(G-6) Will be dependent upon contract award and delivery dates.

TASK NAME: Operation

TASK #H

DESCRIPTION:

With the new equipment and vendor-supplied software in place, an acceptance test period of at least 30 consecutive days begins.

Conversion to new systems requires a parallel run period when both the old and the new systems process data/information. This time will be spent documenting and keeping records on the new system, training users, smoothing out operational difficulties, and winding down the old operation before moving off the old equipment.

Once the new system is fully operational and the software conversion is completed, the old equipment will be reutilized either elsewhere in the unit, somewhere else in the Region, nationally, or released to GSA as surplus equipment.

SUBTASKS:

		WHEN	WHO
		-----	-----
H-1	Acceptance Testing:  This is a period of at least 30 consecutive days during which the system's full capabilities are exercised and documented prior to the Government accepting the equipment as fully functional.	After Installation	IS/Units
H-2	Accept System:  The system becomes the full responsibility of the unit.	After Testing	IS/AS/ Units
H-3	Begin Operation:  This may begin during Subtask H-1. Users utilize the system for their work.	Upon Acceptance	IS/Units
H-4	Run Parallel:  Work is run on two systems to validate the conversion process.	As Needed	IS/Units

H-5	Recordkeeping/Documentation:	Ongoing	IS/Units
	Procedures are initiated during acceptance testing to provide input to maintenance problems, justify workload changes for system upgrades, and to document organizational changes due to system implementation.		
H-6	Surplus or Reutilize Equipment:	As Needed	IS/Units
	Equipment replaced by the new systems will be reutilized where needed.		

NOTES:

-----

(H-1, H-5) Recordkeeping/documentation standards will be established nationally.

(H-6) See F-4.



TASK NAME: Systems Planning

TASK #I

DESCRIPTION:

Procurement of Forest level information processing hardware is one step toward total distributed processing in the Forest Service. The acquired systems have an expected life span of 8 years. Once implemented, strategic planning needs to look toward the future to insure that equipment and its applications are updated, and that new technologies are examined and procured when, and if, necessary. This is outlined in the Regional Systems Management Plan.

SUBTASKS:

	WHEN	WHO
-----	-----	-----
I-1		
Fine Tune Hardware and Information, Establish Change Criteria:	Continuing or Loop Back Manage- ment and Reassessment	RF/IS Units
A national strategic planning process will develop long term direction to insure that the Forest Service has the required information and equipment technology for the future. Units will need to provide backup information and documentation of existing system use.		

# ATTACHMENT 1

## REGIONAL UMBRELLA IMPLEMENTING TASKS - MONITORING DOCUMENT

REGION 4    FOREST \_\_\_\_\_ DISTRICT \_\_\_\_\_

TASK	COMPLETE DATE	RESPONSI- BILITY	STATUS & COMMENTS
A. Brief Management and Users			
A-1...Brief Unit Management	Cont.	IS	/ / -
A-2...Coordinate With Other Staffs	Cont.	IS	/ / -
A-3...Brief Key Affected Unit Users/Personnel	Cont.	IS/Units	/ / -
A-4...Brief Entire Organizational Unit	Cont.	IS/Units	/ / -
A-5...Followup and Feedback	Cont.	IS/Units	/ / -
B. Policy and Guidelines			
* B-1...Define and Establish Roles and Responsibilities of Line and Staff	6/15/83	IS/Units	/ / -
B-2...Establish Implementation Planning Responsibilities	6/15/83	IS/Units	/ / -
* B-3...Assign System Manager	6/15/83	IS/Units	/ / -
* B-4...Assign Contract Administration Responsibilities	Attach- ment 8	IS/AS Units	/ / -

IS - Information Systems Staff

\* WO - Certification Required

REGIONAL UMBRELLA  
IMPLEMENTING TASKS - MONITORING DOCUMENT

REGION 4    FOREST \_\_\_\_\_ DISTRICT \_\_\_\_\_

TASK	COMPLETE DATE	RESPONSI- BILITY	STATUS & COMMENTS
* B-5...Assign Security Officer	Attach- ment 8	IS/AS/ Units	/ / -
* B-6...Size and Configure System	Attach- ment 8	IS/AS/ Units	/ / -
B-7...Conduct Organizational Assessment	Cont.	IS/Units	/ / -
 C. Site Planning			
C-1...Develop Unit Telecommunications Plan and Draft Implementation Strategy	Attach- ment 8	IS/Units	/ / -
C-2...Identify System Location/Terminal Placement	Attach- ment 8	IS/Units	/ / -
C-3...Finalize Overall Site Implementation Plan	Attach- ment 8	IS/Units	/ / -
 D. Standards, Priorities, and Conversion			
D-1...Identify Management Information Requirements and Priorities	Attach- ment 8	IS/Units	/ / -

IS - Information Systems Staff

\* WO - Certification Required

REGIONAL UMBRELLA  
IMPLEMENTING TASKS - MONITORING DOCUMENT

REGION 4    FOREST \_\_\_\_\_ DISTRICT \_\_\_\_\_

TASK	COMPLETE DATE	RESPONSI- BILITY	STATUS & COMMENTS
D-2...Develop Unit Plan for Text/Data/Software Conversion	Attach- ment 8	IS/Units	/ / -
D-3...Inventory Current Systems, Software, and Data Bases	Attach- ment 8	IS/Units	/ / -
D-4...Establish Unit Priorities for Conversions	Attach- ment 8	IS/Units	/ / -
E. Training			
* E-1...Identify Unit Training Requirements	Refer to B-7	IS/PM/ Units	/ / -
E-2...Preinstallation Training	Pre- installation	Vendor/ IS	/ / -
E-3...User and Operator Training	After Delivery	Vendor/ IS	/ / -
E-4...Line Management Training	Cont.	IS	/ / -
F. Develop Operating Guidelines			
* F-1...Develop Security Plan	Attach- ment 8	IS/Units	/ / -

IS - Information Systems Staff

\* WO - Certification Required

REGIONAL UMBRELLA  
IMPLEMENTING TASKS - MONITORING DOCUMENT

REGION 4    FOREST \_\_\_\_\_ DISTRICT \_\_\_\_\_

TASK	COMPLETE DATE	RESPONSI- BILITY	STATUS & COMMENTS		
* F-2...Initiate Security Clearance Process	As Needed	IS/Units	/	/	-
* F-3...Coordinate Operation Requirements	Cont.	IS/Units	/	/	-
* F-4...Plan Equipment Reutilization	As Required Using Property List & WO Standards	IS/AS/ Units	/	/	-
* F-5...Determine Maintenance Strategy	After Award w/ Subsequent Evaluation	IS/Units	/	/	-
* F-6...Develop Technical Support Plan	Cont.	IS/Units	/	/	-
* F-7...Finalize Operation Plan	After Award	IS/Units	/	/	-
G. Site Installation					
G-1...Implement Communications Plan	After Award	IS/Units	/	/	-
G-2...Order Supplies	After Award	IS/AS/ Units	/	/	-
G-3...Prepare Site	As Required to Meet Delivery for Local Conditions	IS/AS/ Site Preparation Implementa- tion Team	/	/	-
G-4...RO Site Inspection	Before Vendor	IS	/	/	-
G-5...Vendor Inspection	Before Delivery	Vendor	/	/	-
G-6...Hardware Delivered and Installed	Site Prepara- tion Plan	Vendor	/	/	-

IS - Information Systems Staff

\* WO - Certification Required

REGIONAL UMBRELLA  
IMPLEMENTING TASKS - MONITORING DOCUMENT

REGION 4    FOREST \_\_\_\_\_ DISTRICT \_\_\_\_\_

TASK	COMPLETE DATE	RESPONSI- BILITY	STATUS & COMMENTS
H. Operation			
H-1...Acceptance Testing	After Installation	IS/Units	/ / -
H-2...Accept System	After Testing	IS/AS/ Units	/ / -
H-3...Begin Operation	Upon Acceptance	IS/Units	/ / -
H-4...Run Parallel	As Needed	IS/Units	/ / -
H-5...Recordkeeping/ Documentation	Ongoing	IS/Units	/ / -
H-6...Surplus or Reutilize Equipment	As Needed	IS	/ / -
I. Systems Planning			
I-1...Fine tune Hardware and Information, Establish Change Criteria	Continuing or Loop Back Man- agement and Reassessment	RF/IS/ Units	/ / -

IS - Information Systems Staff

\* WO - Certification Required



## ATTACHMENT 2

## IMPLEMENTATION TASK COMPLETION SCHEDULE

Task Description	Number of Tasks	Est. Days	Completion Date		Certification Due Date
			Target	Actual	
A. Brief Management and Users					
B. Policy and Guidelines					
C. Site Planning					
D. Standards, Priorities, and Conversion					
E. Training					
F. Develop Operating Guidelines					
G. Site Installation					
H. Operation					
I. System Planning					

### ATTACHMENT 3

#### WO REQUIRED LEVELS OF REVIEW AND APPROVAL DOCUMENTATION

1. Each unit ordering a Type A system must submit for approval by the WO, the Sizing and Configuration Analysis and Security Plan along with their requisition or purchase order. This analysis and plan must address all units planning to use the Type A system. An information copy of the Equipment Reutilization Plan must also be furnished to the WO. This requirement may be met by addressing the entire Region's or Station's equipment reutilization in one plan.

2. Each Region or Station may be required to provide the following items to the Washington Office: Description of Operational Priorities, Technical Support Plan, and Maintenance Strategy Paper. Conditions upon which these items are required are described in the enclosed guidelines (Attachment 4).

3. Before a unit orders its first Type A system, an Information Conversion Plan and a Site Preparation Plan must be prepared and on file in the Regional Office or Station headquarters. The Description of Operational Priorities, Technical Support Plan, and Maintenance Strategy Paper mentioned above must also be on file.

The enclosed checklist (Attachment 5) must be completed and accompany all items sent to the WO. Additionally, all items sent to the WO must have been approved by Regional Office or Station headquarters line management.

## ATTACHMENT 4

### GUIDELINES FOR PREPARING ORDERING DOCUMENTATION

Units acquiring Forest Level Information Processing Systems (FLIPS) will prepare documentation in the format described below. The level of approval for each item is described in Attachment 3.

1. Cover Sheet/Checklist. To aid in determining who has responsibility for specific aspects of implementation and to help verify that all the products of the tasks detailed in the implementation guidelines have been completed, a cover sheet/checklist (Attachment 5) will be prepared. This checklist should be completed and attached to the front of the documentation package for each unit ordering a system. A copy will be kept on file at the unit headquarters and the Regional Office/Station headquarters, and a copy will be sent to the WO.

2. Format of FLIPS Ordering Documentation Package.

a. Sizing and Configuration Analysis. The requirements for this analysis are included in the FLIPS workload and sizing guidelines. This analysis must accompany the requisition or purchase order sent to the WO.

b. Security Plan. Security plan(s) must be prepared or updated as required by Departmental ADP Security Handbook, DIPS Manual Chapter 6. These plans or updates must accompany the requisition or purchase order sent to the WO. The WO will issue additional guidelines as Appendix III to the FLIPS Implementation Guidelines.

c. Equipment Reutilization. A schedule for reutilization of present equipment must be developed in accordance with the reutilization guidelines issued by the WO. The reutilization plan(s) must be submitted to the WO for information and a copy maintained on file at the Regional Office or Station headquarters.

d. Description of Operational Priorities. This paper should explain the Region's or Station's strategies for implementing word processing, data entry/edit, remote job entry, local data base, and data processing functions. If the unit does not plan to implement these functions in this order, then the order in which these functions will be implemented, along with a complete description of the variance, must be included and a copy furnished to the WO. Otherwise, the paper must be on file at the Regional Office or Station headquarters.

e. Technical Support Plan. This plan should include a description of the roles and responsibilities for the Region's and Station's technical support for FLIPS. The plan should address support for the entire Region or Station. Guidelines will be developed at the Washington Office that address technical support on a Service-wide basis. If the Region's or Station's plan is not in harmony with these guidelines, a copy must be furnished to the WO. Otherwise, a copy must be on file at the Region or Station headquarters.

f. Maintenance Strategy. Develop a paper describing strategy for maintaining the systems. If it is anticipated that the unit will not follow the guidelines furnished by the WO, the strategy paper must include the rationale used to determine how maintenance will be accomplished and the approach that will be used, e.g., third-party contract, cooperative-maintenance, self-maintenance, etc. A copy of the paper must be submitted to the WO only if the WO guidelines are not followed. Otherwise, a copy must be on file in the Regional Office or Station headquarters.

g. Information Conversion Plan. This plan should describe unit priorities for conversion, methods for accomplishing the conversions (e.g. inhouse conversion, contract, or combination); and the time frame for scheduling the conversions. This plan should be in harmony with the Service-wide Conversion Plan. A Region or Station may satisfy this requirement with one plan that covers their entire unit. The plan must be on file at the Regional Office or Station headquarters.

h. Site Preparation Plan. This plan should describe the site modifications required, schedule, estimated cost, and type of ownership (i.e., GSA lease, Forest Service owned, or other). The site preparation guidelines distributed by the WO should be used in preparing this plan. A Region or Station may satisfy this requirement with one plan that covers their entire unit. The plan must be on file at the Regional Office or Station headquarters.

## ATTACHMENT 5

## FLIPS ORDERING DOCUMENTATION CHECKLIST

Unit Name and Location \_\_\_\_\_

Date Scheduled for Installation \_\_\_\_\_

Personnel Assignments:

Implementation Responsibility \_\_\_\_\_

Contract Administration \_\_\_\_\_

Systems Manager \_\_\_\_\_

Security Officer \_\_\_\_\_

Person Responsible for Documentation \_\_\_\_\_ Phone \_\_\_\_\_

CHECKLIST:COPY REQUIRED  
BY WOSUBMITTED TO  
WO CS & T

YES NO

Sizing and Configuration Analysis Each unit ordering Type A \_\_\_\_\_

Security Plan Each unit ordering Type A \_\_\_\_\_

Reutilization Plan Information Copy \_\_\_\_\_

Description of Operational Priorities Exception basis only \_\_\_\_\_

Technical Support Plan Exception basis only \_\_\_\_\_

Maintenance Strategy Exception basis only \_\_\_\_\_

Requisition\* \_\_\_\_\_

ON FILE AT RO OR STATION HEADQUARTERS

Information Conversion Plan Not required by WO \_\_\_\_\_

Site Preparation Plan Not required by WO \_\_\_\_\_

\*Instructions on preparation of procurement documents will be furnished by  
WO Administrative Services.Signature of line officer  
approving Implementation Plan \_\_\_\_\_

Title \_\_\_\_\_



# ATTACHMENT 6

## SECTION IV: ORDERING PROCESS

Distribution of hardware will begin 30 days after the National contract award (Expected in March, 1983) with installation of a Type A and Type B in the Washington Office. The selection of the WO as the first unit is for the purpose of beginning development of system operation technical skills by the WO FLIPS team. Subsequent delivery will be processed according to the tables below. Round 1 deliveries will begin 90 days after the receipt of an order. Specific site locations are those designated in Attachment V of the RFP. Round 1 documentation is due in the WO two weeks after contract award. (See Attachment 8 for Region 4 schedule.)

### Ordering Distribution Type A Systems Fiscal Year 1983

Region	Round	1	2	3	4	5	6	7	8	Total
	1	1	2	2	2	2	2	2	1	14
	9	1	1		1					3
	6	1	2	1	1	1	1	1	1	9
NE		1								1
	3	1	1		1	1				4
	2	1	1		1					3
	8	1	1		1	1				4
SE		1								1
	10	1	1							2
	4	1	1	1	1	1	1			6
	5	1	1		1					3
WO	1*	1	1							3
FCCC		1								1
TOTAL	1*	13	12	4	9	6	4	3	2	54

\*WO will get the first system thirty (30) days after contract award.



Ordering Distribution  
Type B Systems  
Fiscal Year 1983

Region Round	1	2	3	4	5	6	7	8	Total
1	2	5	5	5	5	5	5		32
9	6	6	6	7	7	7	8	8	55
6	5	5	5	5	5	5	5	6	41
NE									
3	3				1				4
2	2	3	3	4	4	4	2		22
8	3	3	4	4	4	4	4	4	30
SE									
10	1	1							2
4	2	2	2	2	2	2	2		14
5	6	6	6	6	7	7	7	7	52
WO 1*	3	4							8
FCCC									
TOTAL 1*	33	35	31	33	35	34	33	25	260

\*WO will get the first system thirty (30) days after contract award.

ATTACHMENT 7

R-4 REVISED SECTION OF

RFP ATTACHMENT V

Service-Wide  
Schedule of Items

Forest Level Information Processing Systems  
(See detailed site listing)

While it is the expectation and intention of the Government to procure a range of Type A and Type B systems to meet the National Facility Needs Analysis (NFNA) workload, the Government guarantees the procurement of all firm Type A and Type B quantities at no less than the minimum configuration benchmarked. Upon exercising the option to extend (renew) the contract, those Type A and Type B quantities in that fiscal year or renewal become firm quantities and the Government guarantees the procurement of those quantities at no less than the minimum configuration benchmarked.

Sizing shown on the Type A and Type B site listings is for evaluation purposes only and is an estimate developed using the NFNA data. Abbreviations used in the Schedule of Items are:

S=Small, M=Medium, L=Large  
SD=Same Day, ND=Next Day, FD=Following Day

A. Type A Processors

	FIRM FY 83	ESTIMATES			Total
		84	85	86	
Small	11	10	13	11	45
Medium	20	26	23	11	80
Large	18	10	2	6	36
	<u>49</u>	<u>46</u>	<u>38</u>	<u>28</u>	<u>161</u>

B. Type B Processors

	FIRM FY 83	ESTIMATES			Total
		84	85	86	
Small	52	100	74		226
Medium	72	148	98	39	357
Large	103	111	38	30	280
	<u>227</u>	<u>359</u>	<u>208</u>	<u>69</u>	<u>863</u>

C. Optional Quantities - Unspecified Sites.

Type A	91
Type B	335

ATT. V-1

IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
1	US Forest Service Region 4 324 25th Street Ogden, Utah 84401	A	L	1					83
2	US Forest Service Boise NF 1750 Front Street Boise, Idaho 83702	A	L	1					83
	US Forest Service Mountain Home RD 2180 American Legion Blvd. Mountain Home, Idaho 83647	B		1					83
	US Forest Service Boise RD 5493 Warm Springs Ave. Boise, Idaho 83702	B		1					83
	US Forest Service Idaho City RD Idaho City, Idaho 83631	B		1					83
	US Forest Service Emmett RD 1648 No. Washington Emmett, Idaho 83617	B		1					83
	US Forest Service Cascade RD 507 South Main Cascade, Idaho 83611	B		1					84
	US Forest Service Lowman RD Lowman, Idaho 83637	B		1					84
3	US Forest Service Payette NF 106 Park Street McCall, Idaho 83638	A	L	1					83

IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
	US Forest Service New Meadows RD Highway 55 New Meadows, Idaho 83654	B		1					83
	US Forest Service Council RD Council, Idaho 83612	B		1					83
	US Forest Service McCall RD Lake Street McCall, Idaho 83638	B		1					83
	US Forest Service Weiser RD 275 E. Seventh Weiser, Idaho 83672	B		1					83
	US Forest Service Targhee NF 420 North Bridge St. St. Anthony, Idaho 83445	A	S	1					83
	US Forest Service Ashton RD Ashton, Idaho 83420	B		1					83
	US Forest Service Dubois RD Dubois, Idaho 83423	B		1					83
	US Forest Service Teton Basin RD Driggs, Idaho 83422	B		1					83
	US Forest Service Island Park RD Island Park, Idaho 83429	B		1					83
	US Forest Service Palisades RD Route 1 Idaho Falls, Idaho 83401	B		1					83

IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
5	US Forest Service Dixie NF Federal Building 82 North 100 East Cedar City, Utah 84720	A	S	1					83
	US Forest Service Pine Valley RD Federal Building 196 E. Tabernacle St. St. George, Utah 84770	B		1					84
	US Forest Service Powell RD 225 E. Center Panquitch, Utah 84759	B		1					84
	US Forest Service Escalante RD 270 W. Main St. Escalante, Utah 84726	B		1					84
	US Forest Service Teasdale RD Teasdale, Utah 84773	B		1					84
6	US Forest Service Toiyabe NF 1200 Franklin Sparks, Nevada 89431	A	S						83
	US Forest Service Austin RD Main Street Austin, Nevada 89310	B		1					84
	US Forest Service Tonopah RD 141 Main Street Tonopah, Nevada 89049	B		1					84



IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
	US Forest Service Las Vegas RD Federal Bldg., Room 2-015 300 Las Vegas Blvd. So. Las Vegas, Nevada 89101	B		1					84
	US Forest Service Carson RD 1536 South Carson Street Carson City, Nevada 89701	B		1					85
	US Forest Service Bridgeport RD Highway 395 Bridgeport, California 93517	B		1					85
7	US Forest Service Wasatch NF 8226 Federal Building 125 So. State Street Salt Lake City, Utah 84138	A	S	1					84
	US Forest Service Salt Lake RD 6944 South 3000 East Salt Lake City, Utah 84121	B		1					84
	US Forest Service Logan RD 910 South Highway 89-91 Logan, Utah 84321	B		1					84
	US Forest Service Kamas RD 50 East Center Street Kamas, Utah 84036	B		1					84
	US Forest Service Evanston RD Federal Building 221 10th Street Evanston, Wyoming 82930	B		1					84

IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
	US Forest Service Mountain View RD Lone Tree Road, Highway 44 Mountain View, Wyoming 82939	B		1					85
8	US Forest Service Bridger-Teton NF Forest Service Building 340 North Cache Jackson, Wyoming 83001	A	S	1					84
	US Forest Service Pinedale RD 210 West Pine Pinedale, Wyoming 82941	B		1					84
	US Forest Service Greys River RD 125 Washington Afton, Wyoming 83110	B		1					84
	US Forest Service Hoback & Gros Ventre RD 140 East Broadway Jackson, Wyoming 83001	B		1					84
	US Forest Service Big Piney RD Highway 189 Big Piney, Wyoming 83113	B		1					84
	US Forest Service Kemmerer RD Forest Service Bldg. Highway 189 Kemmerer, Wyoming 83101	B		1					84
	US Forest Service Buffalo RD Blackrock Ranger Station Highway 26-287 Moran, Wyoming 83013	B		1					84

IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
9	US Forest Service Sawtooth NF 1525 Addison Avenue East Twin Falls, Idaho 83301	A	S	1					84
	US Forest Service Burley RD 2621 S. Overland Ave. Burley, Idaho 83318	B		1					84
	US Forest Service Ketchum RD Ketchum, Idaho 83340	B		1					84
	US Forest Service Fairfield RD Fairfield, Idaho 83327	B		1					84
	US Forest Service Twin Falls RD 1061 Blue Lakes Blvd. North Twin Falls, Idaho 83301	B		1					85
	US Forest Service Sawtooth NRA Star Route Highway 75 Ketchum, Idaho 83340	B		1					86
	US Forest Service Stanley Zone Stanley, Idaho 83278	B		1					86
10	US Forest Service Salmon NF Forest Service Building Highway 93 North Salmon, Idaho 83467	A	S	1					84
	US Forest Service North Fork RD Highway 93 North Fork, Idaho 83466	B		1					84

IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
	US Forest Service Leadore RD Leadore, Idaho 83464	B		1					84
	US Forest Service Salmon RD McPherson Street Salmon, Idaho 83467	B		1					84
11	US Forest Service Uinta NF 88 West 100 North Provo, Utah 84601	A	S	1					85
	US Forest Service Heber RD 125 East 100 North Heber City, Utah 84032	B		1					85
	US Forest Service Pleasant Grove RD 390 North 100 East Pleasant Grove, Utah 84062	B		1					85
	US Forest Service Spanish Fork RD 44 West 400 North Spanish Fork, Utah 84660	B		1					85
12	US Forest Service Ashley National Forest 1680 West Highway 40 Vernal, Utah 84078	A	S	1					85
	US Forest Service Ashley National Forest 1680 West Highway 40 Vernal, Utah 84078	B		1					83
	US Forest Service Vernal RD 650 North Vernal Ave. Vernal, Utah 84078	B		1					85



IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
	US Forest Service Roosevelt RD West Highway 40 Roosevelt, Utah 84066	B		1					85
	US Forest Service Duchesne RD 85 West Main Duchesne, Utah 84021	B		1					85
13	US Forest Service Fishlake National Forest 115 E. 900 N. Richfield, Utah 84701	A	S	1					85
	US Forest Service Beaver RD 190 N. 100 E. Beaver, Utah 84713	B		1					85
	US Forest Service Loa RD 150 So. Main Loa, Utah 84747	B		1					85
	US Forest Service Richfield RD 55 So. 100 E. Richfield, Utah 84701	B		1					85
	US Forest Service Fillmore RD 390 S. Main Fillmore, Utah 84631	B		1					85
14	US Forest Service Manti-LaSal NF 599 West Price River Drive Price, Utah 84501	A	S	1					85
	US Forest Service Monticello RD 185 N. 1st E. Monticello, Utah 84535	B		1					85

IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
	US Forest Service Moab RD 446 S. Main St. Moab, Utah 84532	B		1					85
	US Forest Service Price RD 10 North Carbon Ave. Price, Utah 84501	B		1					85
	US Forest Service Sanpete RD 150 So. Main St. Ephraim, Utah 84627	B		1					86
	US Forest Service Ferron RD 98 South State Ferron, Utah 84523	B		1					86
	US Forest Service Caribou NF Suite 294, Federal Bldg. 250 South Fourth Ave. Pocatello, Idaho 83201	A	S	1					86
	US Forest Service Caribou NF Suite 294, Federal Bldg. 250 South Fourth Ave. Pocatello, Idaho 83201	B		1					84
	US Forest Service Soda Springs RD 421 West 2nd South Soda Springs, Idaho 83276	B		1					86
	US Forest Service Malad RD 75 South 140 East Malad, Idaho 83252	B		1					86



IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
16	US Forest Service Challis NF Forest Service Building Highway 93 Challis, Idaho 83226	A	S	1					86
	US Forest Service Yankee Fork RD Highway 75 Clayton, Idaho 83227	B		1					86
	US Forest Service Lost River RD Highway 93 Mackay, Idaho 83251	B		1					86
	US Forest Service Challis RD Highway 93 Challis, Idaho 83226	B		1					86
17	US Forest Service Humboldt NF 976 Mountain City Highway Elko, Nevada 89801	A	S	1					86
	US Forest Service Mountain City RD Mountain City, Nevada 89831	B		1					86
	US Forest Service Ruby Mountains RD 301 So. Humboldt Wells, Nevada 89835	B		1					86
	US Forest Service Jarbidge RD 1008 Burley Avenue Buhl, Idaho 83316	B		1					86
	US Forest Service Santa Rosa RD 1231 Hwy. 40 East Winnemucca, Nevada 89445	B		1					86

IMPLEMENTATION SCHEDULE FOR  
FOREST LEVEL INFORMATION PROCESSING SYSTEMS (FLIPS)

Pri.	Installation Site	Type	System Size	No.	CRT's	LQ Ptr.	Line Ptr.	Order Date	FY
	US Forest Service Ely RD 350 8th Street Ely, Nevada 89301	B		1					86

## ATTACHMENT 8

DUE DATES FOR "ROUND" REQUIRED DOCUMENTS  
FY 1983

## TYPE A SYSTEM

6/1/83 6/15/83 7/1/83 7/15/83 8/1/83 8/15/83

Rounds	1	2	3	4	5	6	Total
<hr/> Forest <hr/>							
RO	1						1
Boise		1					1
Payette			1				1
Targhee				1			1
Dixie					1		1
Toiyabe						1	1
	—	—	—	—	—	—	—
Total	1	1	1	1	1	1	6

## TYPE B SYSTEM

6/1/83 6/15/83 7/1/83 7/15/83 8/1/83 8/15/83 9/1/83

Rounds	1	2	3	4	5	6	7	Total
<hr/> Forest <hr/>								
Boise	2	2						4
Payette			2	2				4
Ashley					1			1
Targhee					1	2	2	5
	—	—	—	—	—	—	—	—
Total	2	2	2	2	2	2	2	14

ATTACHMENT 9  
IMPLEMENTATION PLAN

Type of System by Fiscal Year

Type of System	Number	Fiscal Year (FY)
A	6	1983
B	14	1983
A	4	1984
B	26	1984
A	4	1985
B	17	1985
A	3	1986
B	14	1986

TOTAL by Type A = 17

TOTAL by Type B = 71

TOTAL 88

## ATTACHMENT 10

## R-4 IMPLEMENTATION SCHEDULE SUMMARY (3/83)

RO/ Forest	FY 1983		FY 1984		FY 1985		FY 1986	
	A	B	A	B	A	B	A	B
RO	Large							
Boise	Large	4		2				
Payette	Med	4						
Wasatch			Small	4		1		
Uinta					Small	3		
Ashley		1			Small	3		
Targhee	Small	5						
Bridger-								
Teton			Small	6				
Caribou				1			Small	2
Sawtooth			Small	3		1		2
Challis							Small	3
Salmon			Small	3				
Dixie	Small			4				
Fishlake					Small	4		
Manti-								
LaSal					Small	3		2
Toiyabe	Small			3		2		
Humboldt							Small	5
TOTAL	6	14	4	26	4	17	3	14

## ATTACHMENT 11

## REGIONAL OFFICE IMPLEMENTATION TASK SUMMARY SHEET

Task	Sub-Task	Who	Action as of 6/20/83
A			BRIEF MANAGEMENT AND USERS
	A01	Slimp	Staff Directors weekly meetings
	A02	Slimp Berrett	Have conducted formal and informal briefings to RO Units and to Regional workshops, training sessions, etc.
	A03	Berrett	Have distributed to requesting Forests or Units.
	A04		
	A05		Have not received from Region 1.
	A06	Berrett	Completed - 3/15/83.
	A07	IS	Completed - 12/19/82.
	A08	Berrett	Completed - Compiled and sent results to Forests via R4TINEWS.
B	A09	Slimp Berrett Fine	
			POLICY AND GUIDELINES
	B01	Slimp Berrett	Completed - On file at RO.
	B02	Slimp Berrett	After contract award.
	B03	Turpin	Draft completed.
	B04	Slimp Turpin Berrett	



Task	Sub- Task	Who	Action as of 6/20/83
	B05	Slimp Berrett	Completed.
	B06	Berrett	Draft completed.
	B07	Berrett	Completed - On file at RO.
	B08	Slimp	Completed - Letter on file at RO.
	B09	Slimp	
	B10	Slimp	
	B11	Slimp	Completed - Letter on file at RO.
	B12	Berrett Turpin	30% done.
	B13	Slimp Berrett	
	B14	Berrett Turpin	In progress.
	B15	Slimp	
	B16	Berrett	In progress.
	B17	IS	
C			SITE PLANNING
	C01	Alberts	Completed - On file at RO.
	C02	Alberts	
	C03	Slimp Alberts	Ongoing.
	C04	Berrett Turpin Barnett	In progress - Anticipate completion at time of contract award.

Task	Sub-Task	Who	Action as of 6/20/83
D	C05	Berrett SPIT	SPIT has visited the FY 1983 scheduled Forests. Regional Office Site Plan is on file at RO.
	C06	Berrett SPIT	
	C07	Turpin	The rough draft is completed and being reviewed.
	C08	Slimp	
	C09	Berrett SPIT	Ongoing.
			STANDARDS, PRIORITIES, AND CONVERSION
	D01	Bawdon	
	D02	Bawdon	Plan will be on file at RO.
	D03	Bawdon	
	D04	Bawdon	
E	D05	Berrett Bawdon	
			TRAINING
	E01	Beverly	Plan will be on file in RO.
	E02	Slimp Berrett Beverly Butts	
	E03	Slimp Berrett Turpin	Boise and Payette personnel will attend RO installation.
	E04	Vendor Beverly Butts	

Task	Sub-Task	Who	Action as of 6/20/83
F	E05	Slimp Berrett Beverly Butts	Will be outlined in training plan.
			DEVELOP OPERATING GUIDELINES
	F01	Isaacson	Will be outlined in Unit Security Plan.
	F02	Turpin Isaacson	
	F03	Isaacson	
	F04	Slimp Berrett Turpin	
	F05	Isaacson Turpin	
	F06	Isaacson	
	F07	Turpin Issacson	
	F08	Turpin	Will be outlined in Operations Plan on file at R0.
	F09	Berrett	In progress - Plan will be on file at R0.
	F10	Turpin	Will be outlined in Maintenance Plan which is to be completed before contract award.
	F11	Slimp Berrett Turpin	See F10.
	F12	Turpin	To be completed by contract award.
	F13	Turpin	
	F14	Clarke	Is 80% complete - Will be on file at R0.
	F15	Slimp Turpin	

Task	Sub-Task	Who	Action as of 6/20/83
G			SITE INSTALLATION
	G01	Berrett SPIT	On file at RO.
	G02	Slimp Berrett	Completed - Consists of Berrett, Matz, Moffett, Green, and Crockett
H			OPERATION
	H01	Slimp Berrett Turpin	Boise and Payette personnel will be involved in the RO operation process.
I			SYSTEMS PLANNING
	I01	Turpin	

ATTACHMENT 12

IMPLEMENTATION PLAN FOR R-4 - REGIONAL OFFICE

TASK NAME: BRIEF MANAGEMENT AND USERS

TASK #A

DESCRIPTION:

Consistent information about what distributed processing is and what appropriate line management and staff roles are in a distributed environment need to be discussed throughout the Forest Service.

This task will be an ongoing process, continuing throughout the implementation of distributed processing Service-wide.

SUBTASKS:

TASK #A

- A01...Brief Regional Forester and Staff Directors  
During the weekly Staff Directors' meeting, the progress of FLIPS will be discussed. This is a requirement by the Regional Office.
- A02...Regional Office Personnel Briefings  
Conduct formal and informal briefings with the Regional Office, Forest, and District personnel.
- A03...Show Video Film I (R-1) to Units  
This film will introduce the basic concepts of FLIPS.
- A04...Show Video Film II (R-1) to Units  
This film will introduce the basic concepts of word processing, electronic mail, and data entry.
- A05...Show Video Film III (R-1) to Units  
This film will introduce the actual equipment or DBMS (Data Base Management System).
- A06...Copy and Distribute to Forest the WO Slide/Tape Package  
This package presents direction for FLIPS from the Chief.
- A07...Regional FLIPS Workshop  
There will be a Regional workshop to develop guidelines for the implementation and use of FLIPS within the Region.
- A08...Distribute Implementation Workshop Results  
Once the Regional implementation package is complete and ready, send to the Forests.
- A09...After-Award Workshop  
Once the contract is awarded and the vendor is known, there will be a Regional workshop to train a cross-section of personnel on the contracting, managerial, technical, and operational aspects of the system.

TASK NAME: POLICY AND GUIDELINES

TASK #B

DESCRIPTION:

To insure the progression of orderly, efficient, and effective implementation, a set of Regional standards is required so that on-the-ground activities not only proceed smoothly, but are supported by appropriate RO and WO actions.

SUBTASKS:

TASK #B

B01...Define and Establish Roles and Responsibilities

New roles will evolve for line officers and staff to manage distributed processing systems. They need to be clarified and established locally.

B02...Review and Update Roles and Responsibilities

The roles and responsibilities may need to be reviewed once the contract is awarded.

B03...Develop Systems Management Plan

This document will describe past developments and a course for future direction and growth from the systems management point of view.

B04...Review and Update Systems Management Plan

Since the Systems Management Plan is a dynamic document, the updating process may be an ongoing procedure as the technological environment changes.

B05...Establish Implementation Plan Responsibilities

For each subtask of the FLIPS Implementation Plan, an individual or team will be assigned the responsibility.

B06...Update Implementation Plan

The FLIPS Implementation Plan will be developed for the RO and will be approved and finalized.

B07...Define System Manager's Functions

In order to assign a system manager, the duties and responsibilities need to be established. Section F of the RFP should be used as a reference guide (see Attachment 16).

B08...Assign System Manager

The responsibility of system manager needs to be assigned to one individual for each Type A installation. This is a requirement by the WO.

B09...Define Contract Administration Responsibilities

The contracting officer's responsibilities need to be clarified.



SUBTASKS:

TASK #B

B10...Assign Contract Administration Responsibilities

The responsibility of contract administration needs to be assigned to one individual for each installation. This is a requirement by the WO.

B11...Assign Security Officer

The responsibility of implementing the Security Plan needs to be assigned to an individual for each installation. This is required by the WO. The ADP Security Handbook Supplement and the DIPS Manual (chapter 16) are reference guides.

B12...Workload Analysis

The NFNA statistics and WAE's will be used to produce the number and size of the FLIPS systems.

B13...Review Workload Analysis

The workload analysis may need to be updated as there are changes in the environment. Region 3 and Region 5 have workload analyses and should be referenced.

B14...Size and Configure System

An analysis process is required by the WO by every unit to decide the size and configuration of equipment necessary. The workload analysis will serve as a guide.

B15...Conduct Organizational Assessment

Once sizing and configuration is completed, the Regional Office needs to evaluate what impacts the newly implemented technology will have on its organization. This is required by the WO.

B16...Task Coordination Groups

This will comprise a team which will assist the Forests in preparing their required documents for the WO and the RO.

B17...Prepare Completed Round Certification Documents for WO

The required documentation will be prepared and compiled for the WO.

TASK NAME: SITE PLANNING

TASK #/C

DESCRIPTION:

The consolidated national acquisition of distributed processing systems will result in similar information processing capabilities being available throughout the organization. Physical standards and technical requirements for the system will be the same regardless of location.

National and Regional telecommunications strategies will set the guidelines for the specific local requirements.

SUBTASKS:

TASK #/C

C01...Develop Unit Telecommunications Plan

Unit telecommunication installations must interface with national and local systems to enable distributed information flow.

C02...Feasibility Study of Network Alternatives

Evaluate alternative network possibilities to determine the most practical and cost-effective installation for the area involved.

C03...Review and Update Telecommunications Plan

Final adjustments may be necessary to interface local network design to developing national and Regional networks.

C04...Identify System and Terminal Locations

Equipment placement must take into consideration such things as locations, information requirements, site preparation, and existing hardware. It should highlight a concern for human requirements such as lighting, space, and work station design.

C05...Develop Site Preparation Guidelines

Detailed guidelines are necessary for preparing the site to meet equipment requirements for space, power, environment, and security (see Attachment 13).

C06...Review and Update Site Preparation Guidelines

Final site preparation adjustments may be required as refined information becomes available on equipment and telecommunication design.

C07...Develop Unit Facility Plan

Identify units' information processing needs based on workload analysis and estimated growth.

C08...Review and Update Unit Facility Plan

Adjustments to information processing needs may be necessary based on refined growth information.

C09...Monitor Site Preparation

Site preparation must be complete by equipment installation date.

TASK NAME: STANDARDS, PRIORITIES, AND CONVERSION

TASK #D

DESCRIPTION:

The end result of implementing distributed processing in the Forest Service is to have a compatible system Service-wide that provides local information processing technology and allows for movement of data and information between units and levels of the organization. Smooth implementation requires clearly established priorities for national system conversions. Some of the existing information and application systems may need redesign. Some may no longer be required, as we know them, once we have the capability for integrated information processing. Development of conversion priorities requires the consideration of both national and local information requirements. Staffing and resources are not bountiful enough that all systems can be converted simultaneously; therefore, the highest priority items will receive first attention.

SUBTASKS:

TASK #D

D01...Identify Management Information Requirements and Priorities

Each unit needs to inventory its information requirements and identify its priorities for conversion use (see Attachment 15).

D02...Develop Plan for Text/Data/Software Conversion

To provide for a complete and orderly conversion of information processing activities, conversion must proceed in an orderly, planned manner.

D03...Inventory Current Systems Software and Data Bases

Information is required about what software and data bases are currently used by the implementing unit. This is required by the WO.

D04...Establish Priorities for Text/Data/Software Conversion

Staffing and resources are not plentiful enough for all conversion to occur at once. In addition, it must proceed in concert with Regional and national conversion. Coordinate with Subtask B14.

D05...Inventory Existing Equipment

Information is needed on the quantity and location of existing WP/DP equipment. This information will be analyzed to ascertain the magnitude and approach for conversion.

TASK NAME: TRAINING

TASK #E

DESCRIPTION:

Training needs to be provided at three levels: (1) applications and operations, (2) information resources, and (3) management. A basic level of understanding needs to be presented early in the process with specifics developed later on to supplement the vendor training which begins after contract award.

SUBTASKS:

TASK #E

E01...Identify Unit Training Requirements

Each unit will have specific training requirements depending upon the level of local expertise. A training plan should be prepared that identifies the implementing unit's total training requirement.

E02...Preinstallation Training Scheduling Plan

Awareness training and briefings will occur prior to hardware installation. These will alert the organization to what is occurring and begin personnel in thinking about implementation strategies.

E03...Implement Preinstallation Plan

Personnel from Forests next in line will be in attendance at the prior Forest installation to get hands-on experience in the use of Type A.

E04...User and Operator Training

Some user training will be vendor supplied. Other training, such as applications and changes to Forest Service information systems, will be done by the Forest Service.

E05...Line Management Training

This will be a more general training to give an understanding of overall information processing.



TASK NAME: DEVELOP OPERATING GUIDELINES

TASK #F

DESCRIPTION:

Operational requirements need to be established for local unit operation to insure that the distributed system operates smoothly. Linkages need to be made with the FCCC and other computer centers, where appropriate, and to national systems. Reutilization plans need to be developed, as well as strategies for running old and new systems in parallel as conversion occurs.

SUBTASKS:

TASK #F

F01...Develop Risk Analysis

Identifying potential risks to the installation, and the possible cost associated with a loss, is the first step in developing a security plan.

F02...Management Determination of Security Level

Management must evaluate the risks and cost of deterrents based on the risk analysis, then select the security measures necessary to establish an acceptable security level.

F03...Develop Security Plan

The Security Plan will set forth the details necessary to implement the security measures selected by management in Subtask F02.

F04...Review Security Plan

Management must review the Security Plan, insuring that security measures are practical and adequate.

F05...Finalize Security Plan

Accepted Security Plan must be implemented.

F06...Develop Region 4 Security Sample Plan for Type B

Type B installations will require less security than Type A installations. A sample plan will assist these units in evaluating their security requirements.

F07...Initiate Security Clearance Process

The security clearance process is time-consuming and should be initiated as soon as possible.

F08...Coordinate Operation Requirements

Operation requirements need to consider national and Regional operation requirements. They need to specify items such as startup and daily closedown and console operation.

F09...Plan Equipment Reutilization

Equipment reutilization needs to be determined by priorities.

SUBTASKS:

TASK #F

F10...Determine Maintenance Strategy

Evaluate alternative maintenance strategy. For Type A systems, the vendor supplied maintenance will be used for the first year in all cases.

F11...Determine Maintenance Alternatives

Evaluate vendor maintenance proposal and cost along with other options in identifying maintenance alternatives for the unit.

F12...Contingency Plan Format

Develop forms and procedures necessary to protect critical information from destruction in a disaster or equipment shutdown for an extended period of time.

F13...Implement Contingency Plan

Implement the procedures developed in Subtask F12 as information is placed on the system. Offsite storage of critical programs and documentation, plus plans to operate from a backup site, will be the thrust of this plan.

F14...Develop Technical Support Plan

Technical support provided by the vendor will have to be supplemented by each unit in order to minimize system down time and make the best use of the system when minor problems occur.

F15...Finalize Operations Requirements

Once all necessary operational tasks have been identified, a distributed processing operations plan can be finalized and approved by the unit's line officer.



TASK NAME: SITE INSTALLATION

TASK #G

DESCRIPTION:

Site preparation for installation should be guided by an overall planning strategy. It should identify such items as telecommunications, supplies, furniture, cable requirements, heating, cooling, electrical, etc. Key milestones need to be established for control purposes during the installation/preparation phases to insure completion prior to hardware arrival. This task ends with the delivery and installation of the equipment.

SUBTASKS:

TASK #G

G01...Prepare Checklist for Installation

The site preparation guidelines should be used as a reference guide. From this checklist, it will be determined whether a site is ready for installation (see Attachment 13).

G02...Develop a Site Preparation Implementation Team (SPIT)

SPIT will assist units in site preparation. The team will be comprised of a Computer Specialist, Electrical Engineer, Building Architect, and a contracting person.

TASK NAME: OPERATION

TASK #H

DESCRIPTION:

An acceptance test period of at least 30 consecutive days will begin when the new equipment and vendor-supplied software is in place.

Conversion to new systems requires a parallel run period when both the old and the new systems process data/information. This time will be spent documenting and keeping records on the new system, training users, smoothing out operational difficulties, and winding down the old operation before moving off the old equipment.

Once the new system is fully operational and software conversion is completed, the old equipment will be reutilized elsewhere in the Region, nationally, or released to GSA as surplus equipment.

SUBTASKS:

TASK #H

H01...Operations

The operations process will include such tasks as acceptance testing, accepting the system, beginning operations, running parallel, recordkeeping, and implementing the Equipment Reutilization Plan. An overall plan on how to accomplish these tasks will be documented (see Attachment 14).

TASK NAME: SYSTEMS PLANNING

TASK #I

DESCRIPTION:

Procurement of Forest level information processing hardware is one step toward total distributed processing in the Forest Service. The acquired systems have an expected life span of 8 years. Once implemented, strategic planning needs to look toward the future to insure that equipment and its applications are updated, and that new technologies are examined and procured when, and if, necessary.

SUBTASKS:

TASK #I

I01...Fine Tune Hardware and Information

A national strategic planning process will develop long term direction to insure that the Forest Service has the required information and equipment technology for the future. Local units will evaluate the mix of jobs and peripherals to insure the most efficient utilization of FLIPS resources.

## ATTACHMENT 13

### Regional Office Forest Level Information Processing Systems (FLIPS) Site Preparation Specifications

#### I. Scope

This summary provides a method for identifying the critical site preparation elements and to report progress toward their completion.

#### II. Policy

FLIPS sites will be prepared in accordance with the guidance provided by the WO Site Preparation Guidelines, November 1982.

It is expected that good judgment as well as local physical and economic limitations will impact each site differently. The following preparations are mandatory:

A. Adequate computer room space must be provided to safely house the FLIPS equipment according to the vendor's specifications.

B. Environmental control equipment separate from the building's central system must be provided to the computer room.

C. A dedicated, isolated, stable power source will be delivered to the computer room in sufficient quantity to operate all equipment.

D. The installation of raised flooring in the Type A computer room, although not required, is recommended to enhance the efficiency of air conditioning and improve personal safety.

#### III. Procedures

A. FLIPS sites will be prepared in accordance with the WO Site Preparation Guidelines and the results recorded on the Site Preparation Summary Report (Exhibit 1).

1. The configuration section describes the hardware system that will be installed.

2. The environmental controls section will describe the computer room environmental control elements. The computer power, described as 208V, 3 phase, is not firm at this time. Because of the high cost of this type power at some sites, actual installation should be delayed as long as possible. Detailed inquiries to local power companies should determine how long electrical work orders can be delayed. This minimum leadtime will be reported in the comments (Exhibit 2).

Power conditioning, although not required, is recommended. Long, trouble-free operation depends on quality power and a stable operating environment.

3. The telecommunications section describes the telecommunications equipment that will be required to operate the site's distributed network. The modem and data cables schedules (Exhibits 5 and 6) must be completed in detail. Communications approval is required for all leased lines. As a minimum, 3 months' lead time is required to secure approval.

4. A list of supplies will be provided by the RO as the vendor equipment is known.

B. When a planned element does not meet the required level, or any time comments are appropriate, an asterisk (\*) is placed in the comments column and written comments recorded on the comments page (Exhibit 2).

C. As described in the structural section, building and computer room floor plans will be attached. Building plans will depict the location of the computer room as well as all terminals. If possible, this same plan will describe the routing of data cables within the building. The computer room floor plan will include the planned equipment layout.

#### IV. Conclusion

The site preparation summary provides the implementation planner with a convenient method of monitoring preparation progress and documenting its completion.

## Exhibit 1

## Site Preparation

## SUMMARY REPORT

## A. Configuration

## 1. Computer Room

## LARGE TYPE A DEVICES

<u>DEVICE</u>	<u>QTY</u>	<u>VOLTS</u>	<u>PHASE</u>	<u>AMPS</u>	<u>KVA</u>	<u>WATTS</u>	<u>BTU/HR</u>	<u>AC/TONS</u>	<u>WIDTH<sup>1</sup></u>	<u>DEPTH<sup>1</sup></u>	<u>SQ FT<sup>2</sup></u>
CPU	1	208	3	20	7.2	6300	22000	1.83	48	30	85
EXPANSION CAB	1	120	1	21	2.3	2000	7000	.6	34	30	-
DISK DRIVE	2	120/208	3	8	2.8	2000	6600	.6	24	36	17
TAPE DRIVE	2	120/208	1	9	2.0	1600	5500	.5	27	30	21
LINE PRINTER		120	1	3	.4	350	1200	.1	36	30	51
OPERS. CONSOLE		120	1	3	.3	180	615	.05	33	33	28
VIDEO TERMINAL		120	1	2	.16	150	475	.05	24	24	14
LETTER PRINTER		120	1	4	.2	120	410	.04	24	24	14
UTILITY CABINET <sup>3</sup>		120	1						24	30	21
DRAFT PRINTER		120	1	3	.3	180	615	.05	33	33	28

- NOTES: (1) Sizes are approximate for equipment only (in inches).
- (2) Square footage includes equipment and maintenance/operator access space per unit.
- (3) Utility cabinet used to house modems or other communications devices.

## 2. Distributed Equipment:

Video Terminals  
 Letter Quality Printers  
 Subordinate Computers

## B. Structural

	<u>Required</u>	<u>Have</u>	<u>Comments</u>
1. Computer Room Area			*
2. Smallest Door, Dock to Computer Room	36" X 78"	X	
3. Raised Floor	Recommended	X	
4. Supplies Storage Room	100 sq. ft.	X	
5. Building Floor Plan(s)		X	Exhibit 3
6. Computer Room Floor Plan		X	Exhibit 4



## C. Security

	<u>Required</u>	<u>Have</u>	<u>Comments</u>
1. Security Coordinator is assigned.		X	
2. Security Plan Completed	Completed		*
3. Computer Room Smoke and Fire Protection			
a. Halon Hand Extinguishers	2		*
b. Detection Alarm	Audible		*
c. Existing Water Sprinklers	Sleeved	X	
4. Exterior Window	Security Screen		
5. Computer Room Door	Key Lock	X	
6. Terminal Security (Physical)	Lockable Office	X	
7. Disaster Recovery Plan	Completed		
a. Off-site Agreement	Completed		
b. Off-site Processing Agreement	Completed		

## D. Environmental Controls

1. Air Conditioning		X	
2. Humidity Control	Monitor	X	
3. Electrical Circuits			
a. Air Conditioner	20 KVA	X	
b. Computer (208 V, 3 phase)		X	
c. Each Terminal	15A, 2 Outlets	X	
4. Power Conditioner	Recommended		

# E. Telecommunications

	<u>Required</u>	<u>Have</u>	<u>Comments</u>
1. Modems Schedule		X	Exhibit 5
2. Data Cables			*
3. Long Lines			
a. Leased Circuits	USDA Approval	X	
b. Microwave Channels	USDA Approval		
c. DEPNET	USDA Approval		*
4. Data Cable Installation	Plan		Exhibit 3

# F. Supplies

1. Printer Paper (1 Part) (2 Part)		X	
2. Tapes			*
3. Cartridge Disk Packs			*
4. Printer Ribbons			*
5. Other			*

Exhibit 2

COMMENTS

Item No.	Comments
B.1	The RO has an existing computer room located on the 5th floor of the Federal Building. This room previously housed a CDC 3100 mainframe and presently contains a Harris system.
C.2	Is 80% complete - completion date is July 1, 1983.
C.3.a	Will have before equipment delivery.
C.3.b	Will have before equipment delivery.
C.7.a & b	Disaster site will be provided off premises at FCCC or Boise National Forest.
E.2	Have received approval from GSA to install LAN and pull cable through an existing communications conduit network. Estimated completion, September 1, 1983.
E.3.c	Dependent upon DEPNET contract award.
F.2 thru 5	Will acquire after vendor is known.

Exhibit 3

BUILDING FLOOR PLAN(s)

Exhibit 4

COMPUTER ROOM FLOOR PLAN

Exhibit 5  
MODEM SCHEDULE

Units	Description	Baud Rate	Cost



Exhibit 6

DATA CABLE SCHEDULE

Units	Description	Length	Computer End Connector	Terminal End Connector

## ATTACHMENT 14

### OPERATING PROCEDURES GUIDELINES

#### I. Scope

FLIPS is a shared information processing system. As such, it must provide support to a wide variety of computer users in an environment where computer resources are limited. These operational procedures describe the plan for operating the equipment in this environment.

#### II. Policy

The computer will be operated in support of all users in meeting Forest objectives. Operational procedures must dictate an organized approach to this change while providing the flexibility to meet changing priorities.

#### III. Procedures

##### A. Publish the computer operation schedule.

1. Establish the hours when the computer room will be manned and the computer operating.

2. Plan the hours when specific application will be on-line.

a. Word processing

b. Electronic mail

c. Available for data processing

d. On-line to FCCC

e. End of day processing (files, housekeeping, savers, etc.)

3. Describe a procedure for changing this operation schedule.

a. Temporary (one-time)

b. Permanent

##### B. Establish a processing priority.

1. On-line

a. Word processing

b. Data entry

2. Batch data transfer
  - a. Forest to RO
  - b. Forest to Forest
  - c. Forest to District
  - d. Forest to FCCC
3. Electronic mail
4. Local application processing
5. Describe a method for changing processing priority.
  - a. Temporary (one-time)
  - b. Permanent
6. File storage and retention policy

C. Publish a procedure for notifying maintenance personnel when equipment malfunctions. Calls outside of normal maintenance hours will be extra. Under what conditions will this be authorized?

D. Develop an emergency recovery and alternate site processing plan.

1. Develop a schedule for daily, weekly, and monthly savers of all files.
2. Describe the offsite storage provision and frequency of updating data stored there.
3. A written agreement for alternate site processing in an emergency is a part of your security plan. When this plan is activated:
  - a. How will the file be transported to the alternate site?
  - b. What are your processing priorities at that site?
  - c. How will output be distributed?
4. Establish an order of priority for recovery in the event of a computer failure that results in the loss of files.

E. Establish general computer room maintenance policy.

1. No eating, drinking, or smoking in the computer room.
2. Establish a procedure for restricting access to the computer room (Security Plan).
3. Who will clean the room and equipment? How often? What hours?

4. Develop a computer supplies strategy.

a. Where are they stored?

b. How much is kept onhand?

c. Establish a reorder point for each supply item.

d. How much is kept in the computer room?

5. Develop a plan for storing, labeling, and deleting off-line magnetic storage (tape and disk).

F. Training method for computer room personnel.

1. Initial installation

2. Ongoing

#### IV. Conclusion

An operational plan answers any questions that users may ask about how and why you operate in a particular way. The Forest Supervisor's approval is all the authority needed to run the shop in accordance to the plan. Be sure the plan includes a procedure for long term change and a method to disrupt normal operations to meet an emergency.

## ATTACHMENT 15

### SOFTWARE MANAGEMENT PLAN GUIDELINES

#### I. Scope

This plan considers the management of all software used on the unit, whether developed locally, Regionally, or Service-wide. The impact of new software on the FLIPS hardware should also be a consideration in the management process.

#### II. Policy

The overall responsibility for the management and operation of distributed information processing resources rests with the Regional, Forest, and District line officers.

#### III. Procedure

The responsible line officer will assign priorities for the development, acquisition, and implementation of software needed by their organization.

##### A. Each unit will identify all of their processing needs including:

1. Word and data entry programs
2. Data base applications
3. Report generation routines
4. Functional programs
5. Implementation of Regional or national systems

##### B. Requirements by each unit will be consolidated into an annual unit work plan.

##### C. The unit system manager will evaluate each requirement for cost and total resources required using the following steps:

1. National, Regional, and Forest libraries must be searched to avoid duplication.
2. Data base applications will be coordinated with the RO to insure data integrity and structure.
3. All development utilizing a computer language, i.e., FORTRAN, COBOL, BASIC, or Assembler will require:
  - a. Full documentation adhering to Regional and national standards
  - b. A copy placed in the library system

4. All data base applications will require:

- a. Full documentation adhering to Regional and national standards
- b. A copy placed in the library system

5. All data entry/edit utility routines and report generators will conform to the following:

- a. Complete user documentation
- b. A copy placed in the library system

6. Emergency program modification will be:

- a. Less than 30 days in duration
- b. Reported to the Regional systems manager
- c. Sufficiently documented to distribute to other users

D. The responsible line officer should evaluate the proposed work plan and establish unit priorities, ranking them by priority of implementation on a work plan.

E. The completed unit work plan will be sent to the RO where unit projects and priorities for the entire Region are reviewed for duplication and consolidation into the Regional work plan.

F. The RO Information Systems Staff will:

1. Coordinate with functional RO staffs to identify system requirements for development and/or modification.

2. Assist those staffs with functional programmers in developing work plan information on what is being created, expected completion dates, and implementation schedules.

3. Consolidate all RO and Forest information into a draft work plan.

4. Distribute draft work plan to staffs for final comments and reconcile duplication and conflicts.

5. Make final updates to draft work plan and prepare a staff paper on any unresolved issues. Final resolution of issues and the assigning of priorities will be the jurisdiction of the Regional Forester and his staff for Regional application. The RF and his staff may require changes to the work plan prior to publishing.

6. Coordinate all changes to the Regional work plan and complete the plan within 30 days of receiving all plans. The final work plan will be distributed to all staffs and field units.



7. Monitor and review applications development and implementation of systems to validate the work plan process.
8. Validate Regional and national systems for compliance to FSM 6609.43.
9. Distribute copies to the WO for notification and inclusion in the WO plan.

## ATTACHMENT 16

### SYSTEM MANAGER RESPONSIBILITIES FOR FLIPS

The system manager has overall management responsibilities for the Forest Level Information Processing System (FLIPS) installation. This responsibility includes the areas of administration, security, operations, and resource management. Specific responsibilities within each of these general areas follow.

RESPONSIBILITY	DESCRIPTION
1. Administration	1. Overall responsibility for administration of the FLIPS installation.
1a. Management interaction	1a. Interacts with management concerning information processing matters.
1b. Budget	1b. Is responsible for budget to operate the FLIPS installation.
1c. Training	1c. Coordinates training for operators and users. Evaluates and supplements vendor training package, as necessary, to obtain a satisfactory level of competence in operators and users.
1d. Supplies	1d. Has overall responsibility for supplies necessary to operate the FLIPS installation.
1e. Maintenance	1e. Is responsible for FLIPS contract maintenance. Supplements, as necessary, to ensure satisfactory operation of all computer related equipment.
1f. Accounting system	1f. Maintains and updates accounting system to monitor computer system use costs and charge users as necessary.
2. Security	2. Is responsible for implementing the Security Plan.
2a. Computer area security	2a. Monitors physical security in the computer room and surrounding area.
2b. Password control	2b. Evaluates user profile and inspects, adds, and changes all system access passwords and file protection keys.

RESPONSIBILITY	DESCRIPTION
2c. System use logs	2c. Evaluates, audits, and monitors system usage logs for indications of abuse.
2d. Contingency Plan	2d. Is responsible for the preparation and updating of contingency plans to insure continued operation of vital functions in the event of reduced system operation or shutdown.
2e. System backup	2e. Ensures that adequate backup procedures are in use to protect active files.
3. Operations	3. Manages FLIPS system operation requirements.
3a. Scheduling	3a. Establishes operating hours and computer area staffing schedules.
3b. Library	3b. Is responsible for maintaining a library of utility and user programs.
3c. Software maintenance	3c. Is responsible for the maintenance of system software and utilities.
3d. Communications	3d. Is responsible for communications necessary to support system users.
4. Resource Management	4. Is responsible for sufficient computer system resources to satisfy information processing needs.
4a. System utilization	4a. Monitors overall system use and performance. Evaluates capacity needs and increases, as necessary, to meet user requirements.
4b. System software	4b. Reviews and installs system software packages.
4c. User systems	4c. Assists users in conducting system reviews to evaluate necessity and performance.
4d. System files	4d. Has full access to all files on the system. Evaluates file space requirements and efficient resource use.

## ATTACHMENT 17

### ROLES AND RESPONSIBILITIES

Forest Level Information Processing Systems roles and responsibilities must be clearly established to meet the need for more intensive FLIPS management.

Overall responsibility for the installation, operation, and management of information processing resources rests with Regional, Forest, and District line officers. Assignment of individual's responsibilities for various aspects of the system assures that operational roles are clearly established at the Forest.

#### Roles and Responsibilities of the Regional Office

1. Develop and maintain a Regional Implementation Plan which is consistent with the National Implementation Plan.
2. Formulate Regional FLIPS policies, standards, and guidelines.
3. Monitor performance and utilization of FLIPS.
4. Monitor Regional compliance with national and Regional direction, policies, and standards. Recommend or initiate corrective action as needed.
5. Assist in specific site preparation designs.
6. Provide leadership in the training and employee development needed for FLIPS at the Forest and Regional level.
7. Provide user training and documentation for Regional and Forest personnel.
8. Provide direction, standards, and guidelines for the installation, maintenance, and operation of FLIPS.
9. Coordinate common system development and resource sharing on a Regional and national level.
10. Provide information and technical support to the National FLIPS Coordinator as requested.
11. Designate and support a Regional systems manager position.
12. Direct, design, and manage a Regional Forest Level Information Processing Systems program that will assure the availability of needed services in a cost effective manner.

#### Roles and Responsibilities of Individuals in the Regional Office

1. Regional Forester. The Regional Forester is responsible for all system management activities within the Region. This includes the approval of proposals to develop and implement information processing systems within Regional scope and Regional and Forest telecommunications networks.



2. Deputy Regional Foresters. Deputy Regional Foresters propose development and/or implementation of Regional information systems within their program area to the Regional Forester. They also ensure active participation of their staffs in development and implementation of national and local systems.

3. Regional Office Staff Directors. Directors coordinate information systems activities within their program area. They also provide for applications which support program goals. This includes development, workload estimates, and implementation of Regional systems and/or participation in development and implementation of national systems.

4. Director, Information Systems Staff (IS). The Director, IS, is responsible for implementing national policy and direction for systems management. Other areas of responsibility are: (1) identifying and disseminating inventory and workload information about available systems, (2) providing human and equipment resources for the development, implementation, and operation of information systems, and (3) providing direction and policy for use and management of telecommunications.

5. Director, Administrative Services Staff (AS). The Director, AS, is responsible for systems procurement. This requires close coordination between the Administrative Services and Information Systems Staffs.

#### Forest Roles and Responsibilities

1. Develop and maintain a Forest Implementation Plan which is consistent with the Regional Implementation Plan.

2. Formulate Forest implementation policies, standards, and guidelines.

3. Monitor performance and utilization of FLIPS.

4. Monitor Forest compliance with national, Regional, and Forest direction, policies, and standards. Recommend or initiate corrective action as needed.

5. Provide information and assistance to support Regional Office planning and system design activities.

6. Prepare and submit required documentation for technical approvals and authorizations.

7. Assure that necessary personnel are properly trained and that needed skills and personnel are retained at the Forest level to support the Forest, Regional, and national requirements.

8. Develop site plans, designs, and specifications.

9. Monitor site plan development. Recommend or initiate corrective action as needed.

10. Provide information and technical support to the Regional Office as requested.

11. Designate and support a FLIPS system manager position.

12. Install, manage, and maintain a FLIPS program that will assure the availability of needed services in a cost-effective manner.

#### Roles and Responsibilities of Individuals at the Forest Level

1. Forest Supervisors. Forest Supervisors are responsible for systems management activities within their unit. They also keep the Regional Office Information Systems Staff informed of plans and progress on local systems, and submit proposals for Regional or national systems to the appropriate Regional Office staffs. The Forest Supervisor will assign an individual to each of the positions described below and designate responsibility in writing. A single individual may be assigned to more than one area.

A. Implementation Planner or FLIPS Coordinator. This person will be responsible for the detailed local planning and cross functional coordination required to implement FLIPS within the Forest. Other responsibilities include:

1. Coordinate all activities of the Forest FLIPS implementation.
2. Initiate work orders and monitor site preparation.
3. Initiate communications work orders and monitor the establishment of the intra-Forest data network.
4. Monitor the conversion of Forest unique software.
5. Monitor Forest training plan.
6. Compile documentation and requisition system.
7. Provide interface with RO implementation team.

B. Inspector, Supervisor's Office. The inspector at the SO will coordinate technical contract provisions with the COR and District inspectors.

C. Inspector, Ranger District. The inspector on the RD has the same authority as the Supervisor's Office inspector, except for communications with COR which must be coordinated with the Supervisor's Office inspector.

D. ADP Security Coordinator. This individual will be responsible for the hardware, software, and communications security under FLIPS.

1. Develop, implement, and monitor compliance within the Forest computer security plan.
2. Initiate personnel security clearances as required.
3. Assure compliance with Privacy Act.
4. Conduct and document a Forest risk analysis.
5. Develop guidelines for assuring data security.



Those who are assigned responsibilities will assist line managers in the management of information resources at the unit level. Their responsibility is to assure that the system effectively supports local users in meeting objectives.